

WORKFLOW (ROUTING ACTIONS)

PERSONNEL ACTION REQUEST (PAR) / WORK-IN-PROGRESS (WIP) STATUS OPTIONS AND RESULTS

OPTIONS FOR ADMINISTRATIVE USERS

REQUESTER Menu Paths:

PAR: Home > Administer Workforce > Administer Workforce (USF) > Use > **Supervisor Request**

RECRUIT: Home > Develop Workforce > Recruit Workforce (USF) > Use > **Request Requisition**

PAR/WIP STATUS ENTERED	RESULTS
REQ (default for requester)	Routes action/requisition to 1 st Authorizer
1 ST	Routes action/requisition to 2 nd Authorizer (skipping 1 st Authorizer)
2 ND	Routes action/requisition to Approver (skipping 1 st and 2 nd Authorizers)
INI	Enter some data for action/requisition, save it and return to complete it at a later time. The action/requisition has not been routed through workflow yet.

1st AUTHORIZER Menu Paths:

PAR: Home > Administer Workforce > Administer Workforce (USF) > Use > **1st Authorization**

RECRUIT: Home > Develop Workforce > Recruit Workforce (USF) > Use > **1st Authorize Requisition**

	RESULTS
1 ST	Approve and route action/requisition to 2 nd Authorizer
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, and action was sent to wrong person.

2nd AUTHORIZER Menu Paths:

PAR: Home > Administer Workforce > Administer Workforce (USF) > Use > **2nd Authorization**

RECRUIT: Home > Develop Workforce > Recruit Workforce (USF) > Use > **2nd Authorize Requisition**

PAR/WIP STATUS ENTERED	RESULTS
2ND	Approve and route action/requisition to Approver
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, and action was sent to wrong person.

APPROVER Menu Paths:

PAR: Home > Administer Workforce > Administer Workforce (USF) > Use > **Approval**

RECRUIT: Home > Develop Workforce > Recruit Workforce (USF) > Use > **Approve Requisition**

PAR/WIP STATUS ENTERED	RESULTS
SIG	Approve and route action/requisition to HR Reviewer (pooled worklist)
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, and action was sent to wrong person.
DIS	Disapprove and remove action/requisition from workflow. The action/requisition is routed back to Requester, but the Requester cannot modify and re-route back into workflow. This PAR/WIP Status should be used cautiously since an action saved with this Status becomes part of the employee's EHRP electronic history record.

WORKFLOW (ROUTING ACTIONS)

OPTIONS FOR HUMAN RESOURCE USERS

HR REVIEWER Menu Paths:

PAR: Home > Administer Workforce > Administer Workforce (USF) > Use > **HR Reviewer**

RECRUIT: Home > Develop Workforce > Recruit Workforce (USF) > Use > **Review Requisition**

PAR/WIP STATUS ENTERED	RESULTS
REV	Approve and route action/requisition to HR Processor (pooled worklist)
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, action was sent to wrong person.
INI	Enter some data for action/requisition, save it and return to complete it at a later time. The action/requisition is not in workflow.

HR PROCESSOR Menu Paths:

PAR: Home > Administer Workforce > Administer Workforce (USF) > Use > **HR Processing**

RECRUIT: Home > Develop Workforce > Recruit Workforce (USF) > Use > **Process Requisition**

PAR/WIP STATUS ENTERED	RESULTS
PRO	Approve and finalize the action/requisition
RET	Routes action/requisition back to Requester. Some reasons for returning an action/requisition are: need for additional information, incorrect information entered, action was sent to wrong person.
DIS	Disapprove and remove action/requisition from workflow. The action/requisition is routed back to Requester, but the Requester cannot modify and re-route back into workflow. This PAR/WIP Status should be used cautiously since an action saved with this Status becomes part of the employee's EHRP electronic history record.
INI	Enter some data for action/requisition, save it and return to complete it at a later time. The action/requisition is not in workflow.

END